

## STA Board Minutes 17/01/2019

▶ Cossington ▶ Thursday, January 17, 2019 ▶ 4pm ▶ Chair: Sarah Noon ▶ Clerk: Jennifer Barnacle

FINAL: The minutes are confirmed and locked.

Governors Attending: >Sarah Noon, Phillip Bateman, Michael Cummins, Brian Underwood, Mary Delahunty, Christopher Reynolds, Terry Smith

Governors Apologies: >

Non-Governors Attending: >Jennifer Barnacle, Martin Fitzwilliam, Neil Lockyer, Mike Hobbs, Antoinette Bouwens, Ruth Hurcombe, Mary Robson

Non-Governors Apologies: >

### Agenda Item 1 ▶ Welcome and introductions

**MINUTE** The Chair welcomed everyone to the meeting.

### Agenda Item 2 ▶ Opening Prayer

**MINUTE** The meeting started with a prayer.

### Agenda Item 3 ▶ Minutes of last meeting and conflicts of interests and business and pecuniary interests

**MINUTE** The minutes of the last meeting were approved.  
There were no conflicts of interests declared.  
Feedback had been given to the diocese regarding priority being given to pupils who attend partner primary schools in the event of over subscription rather than to siblings already at the school. No response has been received.  
**Post meeting note: The Diocese confirmed that for admission to our secondary schools, a Catholic child at a non-Catholic primary would take precedence over the non-Catholic child at the feeder Catholic primary. If both children were non-Catholic or both children were Catholic, the child at the Catholic feeder primary would take precedence.**

### Agenda Item 4 ▶ Correspondence

**MINUTE** No correspondence has been received.

### Agenda Item 5 ▶ Legal and Regulatory

**MINUTE** It was noted that a joint Chair has been appointed at St Thomas More - Clare MacDonald.  
Gosia Brown has been appointed as joint head teacher until the end of the academic year at St Francis and as Headteacher for the academic year 2019/20.  
Advertisements have been placed for headteachers for 2019/20 for St Pauls and Christ the King.

### Agenda Item 6 ▶ Diocesan Director of Education

<b>MINUTE</b>	<p>NL reported the CEO, Finance Director and Directors of Performance and Standards had met with their counterparts from the other MATS.</p> <p>The CEO appraisal will take place on 21 January.</p> <p>A Diocesan Directors day has been arranged for 9 March.</p>
<b>Agenda Item 7</b>	<p>► <b>Safeguarding</b></p>
<b>MINUTE</b>	<ol style="list-style-type: none"> <li>1. NL presented the summary report of all of the schools and this was reviewed.</li> <li>2. He reported that all schools had confirmed that all staff had received safeguarding training and had received a copy of KCSIE. They had also confirmed that the Single Central Record was up to date.</li> <li>3. It was noted that several of the directors had undertaken safeguarding training for directors and BU outlined some of the main points.</li> <li>4. Ofsted will be looking for consistency in policies across MAT schools.</li> <li>5. The Leadership ready tool has been filled in and includes a section on safeguarding. When any of the executive team go into a school they can question safeguarding. They may conduct a spot check on the SCR or speak to a range of staff and query their responses to a range of scenarios to ensure they understand safeguarding. LGB Governors are also encouraged to do this when visiting schools. It is important to ensure that there is an active record which confirms that staff have read KCSIE and understand it. Consideration will be given to online training and tests to gauge understanding. Some schools already do this, but it is not consistent across Trust.</li> <li>6. A checklist for LGB governors in respect of safeguarding is being prepared by the Diocese.</li> <li>7. It was agreed that action plans for Safeguarding, GDPR and Health and Safety are drawn up.</li> <li>8. It is important that designated safeguard leads in schools are supported. It was noted that some schools have numerous safeguarding issues to contend with and this is time consuming. Consideration will be given later in the year to appointing a safeguarding officer for the Trust who would deal with training and supervision.</li> </ol>
<b>ACTION</b>	<p>It was agreed that action plans for Safeguarding, GDPR and Health and Safety are drawn up.</p>
<b>CHALLENGE</b>	<p><b>What evidence is available that the SRC is up to date in schools and that staff understand KCSIE?</b>  <b>Response at 5</b></p>
<b>Agenda Item 8</b>	<p>► <b>Report from Chief Executive Officer</b></p>
<b>MINUTE</b>	<p><b>Catholic Life and Chaplaincy</b></p> <ol style="list-style-type: none"> <li>1. Four schools had had a DCI inspection and the findings were noted along with support and action plans being put in place where necessary. The judgements reflect the impact of the new DCI framework.</li> <li>2. It was noted that at many schools, particularly primary schools, it is RE Teaching and Learning that needs to improve. This is because it is often taught by non-specialist and/or non-Catholics. Most schools recognise that RE is a core subject, but some require help in helping to imbed it into other curriculum areas.</li> <li>3. A shortlist has been drawn up for the role of Lay Chaplain and interviews will take place on 4 February.</li> <li>4. A Feast Day Mass will take place on 28 January and all directors are invited to attend.</li> </ol> <p><b>School Performance Assessment</b></p>

1. All teachers and TA's had been brought together for a teaching and learning conference at the start of term. Feedback had been positive, and a formal evaluation is being undertaken.
2. The committee reviewed 'pink' and 'red' schools i.e. those causing concern. Issues for each school were identified and actions being taken discussed. Additional support is being put into schools where appropriate.
3. MF stated that some teachers are being supported through the appraisal system and the situation will continue to be monitored.
4. Schools and heads are being challenged and monitored closely. Targets are being set and timelines are being defined. Monitoring against these targets will allow decisions to be made clearly. Heads are eager to improve but it may be necessary to enforce some decisions.
5. Good practice is being promoted including use of learning walks rather than lesson observations, book scrutiny in small groups with the teacher involved to allow immediate feedback and making staff more confident in recognising what problems exist.
6. It was noted that inaccurate historic data can have a major impact on data, and this was the situation at a number of schools. In some schools it can have a knock-on effect for several years, making it difficult for targets to be achieved. Efforts are being made to ensure that predictions are robust.

Feedback to the Trust from LGB's was noted. NL has provided a response via the Chairs symposium.

## CHALLENGE

Where poor teaching has been identified in schools, what steps are being taken to ensure improvement?  
Response at 3

Some schools have had the same issues for several years. What is being done to ensure that they do not carry on indefinitely? Response at 4

## Agenda Item 9

### ► HR and staffing report

MR presented her report.

## MINUTE

1. Work is ongoing to develop a Trust HR strategy. Each CMAT will work on a strand and STA will look at 'building a skilled and resilient workforce'. This will form part of the CEO's objectives.
2. The implementation of an HR system is ongoing, and a centralised payroll will go live in April.
3. A meeting of office managers had been very successful. Good feedback had been received and they are now more engaged and have a clearer remit.
4. Teacher appraisals are complete and pay awards implemented. There have been no appeals.
5. Consultation on Teachers Pay, Appraisal, HR appeals and Capability policies is completed. Two of these policies now require approval from CES before the Trust can adopt them.
6. An HR action plan with timelines is being developed.

7.

## Agenda Item 10

### ► Finance Director Report

## MINUTE

MH presented his report. The following points were noted:

1. Year-end academy balances have been confirmed. Generally, most academies had higher balances than expected but it was noted that some schools had lower than expected. Due to staff leaving we are unlikely to know the full reasons for the differences.
2. Cash in the Lloyds bank account was circa £1 million at 31 December 2018, but this does not include the substantial amount of cash currently held in old academy bank accounts and with the Local Authority. It is expected cash balances will be boosted by at least £1.6 million when received in the near future. Resources are being put into schools to get all returns up to date to allow all old accounts to be closed. Once the final figure is known cashflow forecasting will allow decisions to be made regarding where bank balances are held, in line with the investment policy.
3. September 2018 management accounts have been produced and reviewed. It was noted that there are still some key issues with the accounts which will be resolved over time. The format of accounts will need to be agreed and be consistent with other Trusts.
4. October accounts will be produced shortly, and efforts are being made to speed up production of November and December. All accounts must be up to date by the end of March.
5. The ICFP review work continues. All secondary schools have been visited by a consultant and reports drawn up. Primary school work will be complete by 31 January. The data produced will be useful and allow comparisons between schools and could highlight where savings are possible.
6. ESFA have announced the funding rates for additional one-off capital funding but not the actual allocation. MH has estimated the funding. Schools will be informed when actual figures are known. Schools will need to inform AB what it is going to be spent on - it must be a clear capital need or linked to the SIP.
7. The capitalisation level has been increased to £5k from £2k.
8. The audit and risk committee had met and considered risk and internal audit requirements.

9.

**Agenda Item  
11**

► **Estates**

AB presented the report.

**MINUTE**

1. An assistant business services director has been appointed.
2. NRCDES has been granted access to a single School Condition Allocation across its 83 open academies for the financial year beginning in April 2019. The basis of the allocations will be information from the latest Condition Survey. Schools will need to fulfil the set criteria. Many schools within the Trust have not had an independently commissioned Condition Survey in the last three years. The Condition Data Collection (CDC) programme currently taking place does not provide the level of condition data required to make important decisions about projects, therefore one of the first priorities is arranging surveys for the schools (cost per survey quoted by CPA is £1500 per secondary school and £600 per primary school – earliest start February).
3. Priorities have been identified and were discussed. One school urgently requires more space. It does not meet the criteria set but it is hoped that some contribution can be secured. AB is looking at existing space in the school and identifying more efficient usage and effective working practices. Another school requires a new mobile classroom and a condition survey will be done. New classrooms are also needed at other schools.

	<ol style="list-style-type: none"> <li>4. Some schools will be advised to use the additional one-off capital allocation (announced by the Chancellor) for small to medium sized refurbishment projects.</li> <li>5. NL had met with the City Mayor to discuss the mothballing of expansion plans at English Martyrs and St Pauls. There are no plans for the expansions to take place although some changes may be honoured by July 2019.</li> <li>6. There are ongoing negotiations between Leicester City Council and Sacred Heart Leicester regarding taking over the lease of the Sure Start building and a need for clarity on potential funding clawback.</li> <li>7. Tenders are being drawn up for health and safety, cleaning and catering.</li> <li>8. A preferred supplier list is being drawn up.</li> <li>9. Large increases in utility costs are anticipated from April 2019.</li> </ol>
10.	
<b>Agenda Item 12</b>	<b>► Draft CMAT Strategic Plan</b>
<b>MINUTE</b>	<p>NL presented the draft strategic plan. There are 4 priority areas - Central priorities, CMAT wide priorities, primary priorities and secondary priorities.</p> <p>The Board agreed the draft plan, subject to the addition of a new CMAT priority - 'To clearly and effectively communicate the nature, purpose and many strengths of Catholic education to our parental, parish and local communities.</p> <p>The impact of the plan will be measured in the second year.</p>
<b>Agenda Item 13</b>	<b>► Decision to close Dormant Trusts</b>
<b>MINUTE</b>	<p>The Corpus Christi Trust and St Dominic's Trust remain open, but all of their assets and liabilities have been transferred to St Thomas Aquinas Trust. No further accounts need to be filed.</p> <p>Once the Trusts have been dormant for six months an application can be made at Companies House to have them closed. The decision to close the Trusts would need to be made by the individual Boards (Karen McVeigh and Clive Wright).</p> <p>It was confirmed that there were no advantages to keeping the Trusts dormant and that the two Trusts should be advised to apply to have them closed.</p>
<b>ACTION</b>	Advise 2 dormant trusts to apply to have the Trusts closed at an appropriate time.SN
<b>Agenda Item 14</b>	<b>► Policy Review</b>
<b>MINUTE</b>	<p>Feedback from the LGB's indicated a need for a schedule of Trust and School policies. This has been completed and was reviewed.</p> <p>It was noted that it does not include all possible policies but just the statutory ones along with some key non-statutory policies.</p> <p>The policy is available on TG and has been shared with Chairs.</p>
<b>Agenda Item 15</b>	<b>► Next Meeting</b>
<b>MINUTE</b>	7 March at 4pm

<b>Agenda Item 16</b>	<b>▶ Closing Prayer</b>
<b>MINUTE</b>	The meeting ended with a prayer.

**Governor Agreed Actions set during this meeting: 0**

STA Trust Board (Lent1) *dated:* 17/01/2019  
Minutes approved by Jennifer Barnacle